



NAVSUP HQ - MECHANICSBURG PA
HUMAN RESOURCE SERVICE CENTER - NORTHEAST
*** V A C A N C Y A N N O U N C E M E N T ***

POSITION: SUPERVISORY PROCUREMENT ANALYST, GS-1102-15	ANNOUNCEMENT: MEC-01-0204
LOCATION: NAVSUP HQ, SUP 22, MECHANICSBURG PA	OPENING DATE: 24 October 2001
SALARY: \$79,710-\$103,623	CLOSING DATE: 7 November 2001
AREA OF CONSIDERATION: Federal Wide CONUS	
WHO MAY APPLY: Appointable candidates <u><i>within the area of consideration</i></u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees, individuals who have VEOA eligibility and ICTAP eligibles.	

INQUIRIES: Patricia Wardlow 215-408-5192 DSN243

TYPE OF APPOINTMENT: Permanent, full time.

DUTIES OF THE POSITION: This position is the Field Support Division Director, SUP 22 in the Contracting Management Directorate, Naval Supply Systems Command. This position reports to a Senior Navy Captain.

The Contracting Management Directorate is responsible for the efficient and effective operation of the Navy Field Contracting System (NFCS) which includes over 670 shore activities procuring over \$5.0 billion annually. The Directorate provides policy guidance as promulgated by the Congress, DOD, SECNAV, OPNAV, and other regulatory offices; develops and issues policy and procedures on NFCS unique requirements; keeps the NFCS abreast of legal and regulatory changes which affect Navy procurement; exercises review and approval authority on specific categories and dollar values of acquisitions before award; inspects NFCS activities periodically to ensure field procurement is being performed in a cost effective manner; collects and reports contracting statistics to higher authority; addresses Congressional inquiries and contractor protests concerning NFCS acquisition; and budgets for contracting resources at NAVSUPSYSCOM field activities (including the Naval Inventory Control Point, two Naval Regional Contracting Centers, and six Fleet Industrial Supply Centers).

As Division Director, incumbent is responsible for the following:

Guides, directs, and coordinates analyses of contracting documents that require Head of Contracting Activity (HCA) approval such as formal Acquisition Plans, Justification and Approvals, and Letter Contracts.

Directs reviews and analyses of pre-negotiation contract business clearances, post-negotiation clearances, Congressional inquiries, contractor formal protests, Organizational Conflict of Interest (OCI) decisions, and unsolicited proposals.

Coordinates analyses of NFCS activities to improve efficiency and effectiveness of contracting operations of these activities.

Reviews proposed NFCS contracting actions for interoperability, manufacturing productivity, and competitive exploration of alternative system design concepts.

Individually conducts operational and compliance reviews and analyses of NFCS activities possessing unlimited contracting authority. Serve as the Directorate focal point for all Procurement Performance and Management Assessment Program Reviews (PPMAPs).

Coordinates and directs independent statistical studies, surveys and/or analyses, evaluates trends, etc., in order to provide the Deputy Commander for Contracting Management information concerning the Fleet Industrial Supply Centers (FISCs), Navy Regional Contracting Centers (NRCCs), Inventory Control Point (ICP), and Navy Exchange Command (NEXCOM) implementation of Procurement Performance and Management Assessment Program (PPMAP) recommendations and coordinates the implementation of recommendations.

As the NAVSUP representative, attends meetings, conferences, seminars, etc., conducted by the Command, DON, and DOD to obtain information of interest to the NFCS and to keep abreast of the "state of the art" in government procurement management activities.

Sponsor and maintain NAVSUP Instructions 4200.81 through 4200.85 and those sections of the NAVSUP Manual, Volume II that provide contracting policies and procedures to afloat units and field purchasing activities.

Participate in development and review of, and provide comments on, Defense Acquisition Regulation (DAR) cases.

Participate in development and review of curricula for mandatory Acquisition Workforce training.

Coordinate with PMR teams on all classes and training provided to the NFCS.

Represent the Navy on boards, committees, councils and other groups addressing the training needs and requirements of the contracting community.

Responsible for automation of the contracting process which encompasses the pursuit of automation for all aspects of the procurement function.

Provide policy guidance and instructions for Contract Reporting.

Provide for procurement enhancement initiatives, developing concepts and procedures to enhance the productivity of the procurement process.

Develops overall goals and objectives for assigned programs. Sets long and short-term priorities, assuring that work is integrated, fully coordinated, and consistent with policy and management objectives. Plans, reviews, and assigns work for a staff consisting of procurement analysts and clerical personnel.

Extensive and intimate working knowledge of Federal and Navy contracting laws, regulations, principles and procedures, contracts and provisions, and methods of contracting applicable to the acquisition of supplies, personal and non-personal services sufficient to develop policies and procedures and provide expert advice and guidance to NFCS activities.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the next lower grade for which applying. **Specialized experience** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above.

In addition there are statutory education requirements that must be met. You should specifically address these requirements in the BODY of your resume in addition to outlining your experience in positions you have held.

For current DOD employees and applicants who hold or have held a GS-1102 position within DoD prior to September 30, 2000, they are:

Education - A person MAY NOT be employed in the GS-1102 occupational series UNLESS the person MEETS ONE of the following mandatory education requirements OR a waiver is obtained:

- 1) A baccalaureate degree from an accredited education institution; **OR**
- 2) At least twenty-four semester credit hours (DANTES or CLEP equivalency exams may be included) from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organization and management; **OR**
- 3) At least 10 years of acquisition experience (as of 1 OCT 1991) in Federal government or in comparable private sector positions directly related to the field of contracting.

For all others, the following requirements must be met:

- 1) A baccalaureate degree from an accredited education institution: **AND**
- 2) At least twenty-four semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines; accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organization and management.

Knowledge, Skills and Abilities Required:

(Include in your resume information related to 1 and 2 below:)

1. Ability to Supervise: What experience/training have you had as a supervisor, manager, administrator, project leader/manager or staff planner, which demonstrates your ability/potential to effectively accomplish the supervisory, administrative and functional responsibilities of the position?
2. Knowledge of and Commitment to EEO principles. Explain your participation in EEO, either internal (Federal Government) or external (community, civic, etc.) Have you received awards for your efforts? Have you contributed to planning for or executive of upward mobility, handicapped, disabled veterans' employment, career development or cross series training programs?

TIME IN GRADE: Applicants must have served 52 weeks as a GS-14 or higher in the Federal Civilian Service.

LENGTH OF SERVICE: Applications will not be considered from employees until three (3) months have elapsed since their last non-temporary competitive appointment.

NOTES: Activity will pay PCS costs.

SPECIAL REQUIREMENTS: This is a noncritical sensitive position. Incumbent must be able to obtain/maintain a secret security clearance.

This is a DON Critical Acquisition Position in the Contracting career field. If not already certified, the incumbent will be required to receive Level III certification in the Contracting career within 18 months of selection. In addition, eligibility for this position will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best qualified candidates will be distinguished from other applicants using the factors listed below as specified in Public Law 101-510, Title XII, Section 1724 and DOD regulation 5000.52M. ***Prior to appointment the employee must meet the acquisition education requirement stated below or obtain a waiver.***

Applicants must (a) be a member of the Acquisition Professional Community (APC), (b) become an APC member prior to appointment, or (c) obtain a waiver prior to appointment, and execute a written tenure agreement to remain in federal service in this position for at least three years.

The statutory requirements for GS-1102s, as specified in Public Law 101-510, Title XII, Section 1724, do not apply to any DoD employee for purposes of qualifying to serve in the position in which the employee was serving on 1 October 1993, or any other position in the same grade and involving the same level of responsibilities as the position in which the employee is serving on such date.

BASIS FOR RATING: Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement. **The Defense Acquisition Workforce Improvement Act (DAWIA) imposes additional requirements on all applicants applying for positions that are designated as Acquisition positions. You should specifically address these requirements in the BODY of your resume in addition to outlining your experience in positions you have held.**

DAWIA REQUIREMENTS:

1. Certification to Level III of the Contracting Career Field. If not certified to Level III, describe the extent to which the following is met:
 - A. *Education* - A person MAY NOT be employed in the GS-1102 occupational series UNLESS the person MEETS ONE of the following mandatory education requirements OR a waiver is obtained:

- 1) A baccalaureate degree from an accredited education institution; **OR**

2) At least twenty-four semester credit hours (DANTES or CLEP equivalency exams may be included) from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organization and management; **OR**

3) At least 10 years of acquisition experience (as of 1 OCT 1991) in Federal government or in comparable private sector positions directly related to the field of contracting.

(Desired) Master's Degree in Business Administration or Procurement

B. *Experience:* Four years of contracting experience.

(Desired) An additional four years of contracting experience.

C. *Training:* Completion of Level III mandatory courses in the Contracting Career Field as specified in DoD 5000.52M and/or completion of an approved equivalent course or an approved training course "fulfillment" for these courses. (List each course completed including the course number, title and date of completion, e.g. CON 301 Executive Contracting – completion date 6 May 1994.)

2. Membership in the APC. If not a member, describe the extent to which the following is met:

A. *Education:* A baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees. **This degree must have included either:**

At least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education from among the business-related disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (please attach transcripts);

OR,

At least 24 semester hours (or academic equivalent) from an accredited institution of higher education in my primary career field along with 12 semester hours (or academic equivalent) for the management disciplines noted in the above paragraph (please attach transcripts).

B. *Experience:* At least four years of experience in Federal government acquisition positions or in comparable positions in the private sector.

C. *Certification:* Certified at or meet all mandatory training required for either Level II or Level III of the workforce members primary career field.

DISPLACED FEDERAL EMPLOYEES: Priority Placement/Consideration Programs (i.e., PPP, RPL). This position is subject to mandatory consideration and placement programs. Individuals who have special priority selection rights under the Interagency Career Transition Assistant Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. ICTAP eligibles will be considered well qualified if skills identified in applicant's resume match 100% of key skills identified by Selecting Official. Upon request, Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer